

Gid Inisyasyon Rapid

Pou Ranje yon Orè Travay

“Ranje” yon orè vle di chanje li pou rezoud yon pwoblèm oswa yon erè.

Paregzanp, ou ta ranje yon orè si PCA ou te siyen sòti aksidantèlman 2èdtan apre yo te sispann travay.

Konsomatè ak PCA yo kapab ranje orè travay yo nan Platfòm EVV a. Toutfwa, si Konsomatè a te apwouve yon orè travay ki dwe ranje, yon PCA ta dwe mande Konsomatè a refize orè travay la.

Twa pwen yo pral parèt pou pèmèt PCA a, Ranplasan oswa Konsomatè a ranje orè travay la. Apre orè travay la fin ranje, Konsomatè a pral gen pou li apwouve orè travay la ankò.

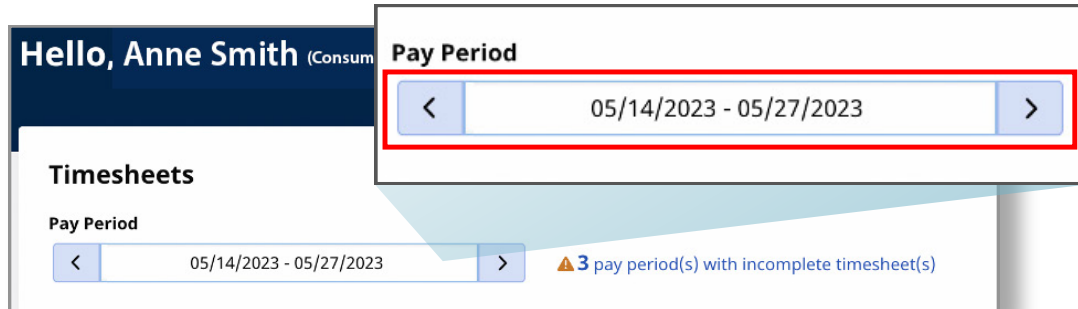
Apre yon orè travay fin soumèt, kontakte Tempus FI pou fè yon aranjman. Tanpri remake ke ou pa ta dwe ranje yon orè travay twò souvan. Konsomatè ki fè de aranjman oswa plis pa Pewòl ap resevwa fòmasyon pou konpetans anplis nan men Ajans Jesyon Swen Pèsonèl (PCM) yo.

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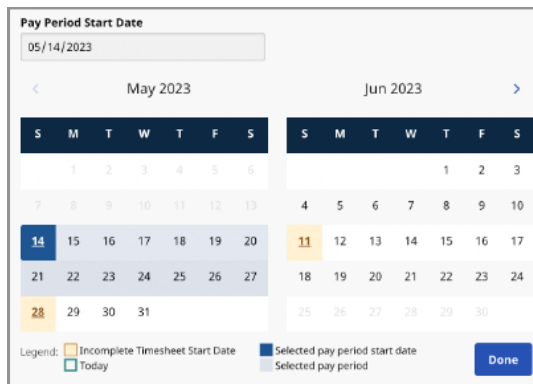
Etap 1 - Jwenn yon Orè pou Ranje

Afichaj paj kontwòl tan an kòmanse nan Peryòd Pewòl aktyèl la. Si ou bezwen wè yon peryòd diferan, ou kapab jwenn paj kontwòl tan ou vle a lè w swiv konsiy ki anba a:

1. Klike sou **dat** nan bwat Peryòd Pewòl la pou wè yon kalandriye epi jwenn peryòd ou vle a.



2. Lè kalandriye a parèt, chwazi **dat** Peryòd Pewòl w ap chèche a.



Remak: “Lejann” ki anba bwat la di ou kisa chak dat kolore vle di.

3. Klike sou bouton **Done** (Fini) ki anba kalandriye a.
4. Pou yon fason pi rapid, klike sou flèch agoch oswa adwat yo pou pakouri Peryòd Pewòl yo.

Remake sa limite pou de Peryòd Pewòl.

5. Klike sou ikòn **Edit** (Modifye) a nan kolòn Action (Aksyon) an.
6. Ou kapab wè jou ki nan Peryòd Pewòl ki seleksyone a.

Si ou bezwen èd detaye, vizite TempusUnlimited.org/EVV-support epi w ap wè Gid Inisyasyon Rapid “Gade yon Paj Kontwòl Tan” an.

2 Etap 2 - Klike sou Twa Pwen yo

Pou ranje yon orè travay, klike sou **trwa pwen yo** nan kolòn Action (Aksyon) an, sou kote orè travay ou vle ranje a.

Timesheet for John Brown (PCA# 150512)

Consumer (ID) Anne Smith (11K043) Consumer Enrollment mass_health - ffs Timesheet ID 11486029

Pay Period: 06/04/2023 - 06/17/2023

| Date | Start Time | End Time | PTO | Location | Shift Status | Action |
|-----------------|------------|----------|-----|------------------------------------|---------------|--------|
| Sun, 06/04/2023 | | | | | | |
| Mon, 06/05/2023 | | | | | | |
| Tue, 06/06/2023 | 11:00 AM | 11:59 PM | | Start: Community End: Community | Approve Deny | ... |
| Wed, 06/07/2023 | 11:36 AM | 02:51 PM | | Start: Community End: Community | Approve Deny | ... |
| Thu, 06/08/2023 | | | | | | |
| Fri, 06/09/2023 | 12:00 PM | 05:00 PM | PTO | regular | Approved Deny | ... |
| Sat, 06/10/2023 | 04:00 PM | 11:59 PM | | Start: Home End: Home | Approved Deny | ... |
| Sun, 06/11/2023 | | | | | | |
| Mon, 06/12/2023 | | | | | | |
| Tue, 06/13/2023 | | | | | | |
| Wed, 06/14/2023 | | | | | | |

3 Etap 3 - Ranje yon Orè Travay

Klike sou **Adjust Shift** (Ranje Orè Travay).

Services Portal Timesheets

Timesheet for John Brown (PCA# 150512)

Consumer (ID) Anne Smith (944) Consumer Enrollment mass_health - ffs Timesheet ID 11486029

Pay Period: 06/04/2023 - 06/17/2023

| Date | Start Time | End Time | PTO | Location | Shift Status | Action |
|-----------------|------------|----------|-----|--------------------------|---------------|--------|
| Sun, 06/04/2023 | | | | | | |
| Mon, 06/05/2023 | | | | | | |
| Tue, 06/06/2023 | 11:11 AM | 11:59 PM | | | Approve Deny | ... |
| Wed, 06/07/2023 | 12:00 PM | 09:00 PM | | | Approved Deny | ... |
| Thu, 06/08/2023 | | | | | | |
| Fri, 06/09/2023 | 12:00 PM | 05:00 PM | PTO | | Approved Deny | ... |
| Sat, 06/10/2023 | 04:00 PM | 11:59 PM | | Start: Home End: Home | Approved Deny | ... |
| Sun, 06/11/2023 | | | | | | |
| Mon, 06/12/2023 | | | | | | |
| Tue, 06/13/2023 | | | | | | |
| Wed, 06/14/2023 | | | | | | |

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Etap 4 - Chwazi yon Eksepsyon ak Rezon

Nan bwat dyalòg **Adjust Shift** (Ranje Orè Travay) la, chwazi ni **Exception** (Eksepsyon) an ni **Reason for Exception** (Rezon pou Eksepsyon) an.

Eksepsyon an eksplike poukisa gen yon aranjman k ap fèt.

Rezon an eksplike poukisa Eksepsyon an te rive.

Remak: Chan ki obligatwa yo gen yon asterisk wouj sou kote yo.

Adjust Shift ✕

⚠ • Shifts taking place between the hours of 12:00 AM and 6:00 AM cannot be entered. ✕

All fields marked with an asterisk (*) are required.

| | | |
|--|--|--|
| Paid Time Off (PTO)? <input type="radio"/> No | | Date * <input type="text" value="12/14/2023"/> |
| Start Time * <input type="text" value="12:30 PM"/> | End Time * <input type="text" value="12:30 PM"/> | Time Zone <input type="text" value="Eastern Time Zone"/> |
| Start Location * <input type="text" value="Select..."/> | End Location * <input type="text" value="Select..."/> | |
| Consumer <input type="text" value="Sarah Consumer (452287)"/> | PCA <input type="text" value="Rachel Assistant (390011)"/> | |
| Consumer Enrollment <input type="text" value="Select..."/> | Service Code <input type="text" value="Select..."/> | |
| Exception * <input type="text" value="Select..."/> | | |
| Reason for Exception * <input type="text" value="Select..."/> | | |
| Comments <input style="width: 100%; height: 20px;" type="text"/> | | |

Exception *

- ✓ Select...
- Missed or incorrect check in/check out
- Other modification required
- Technology issue

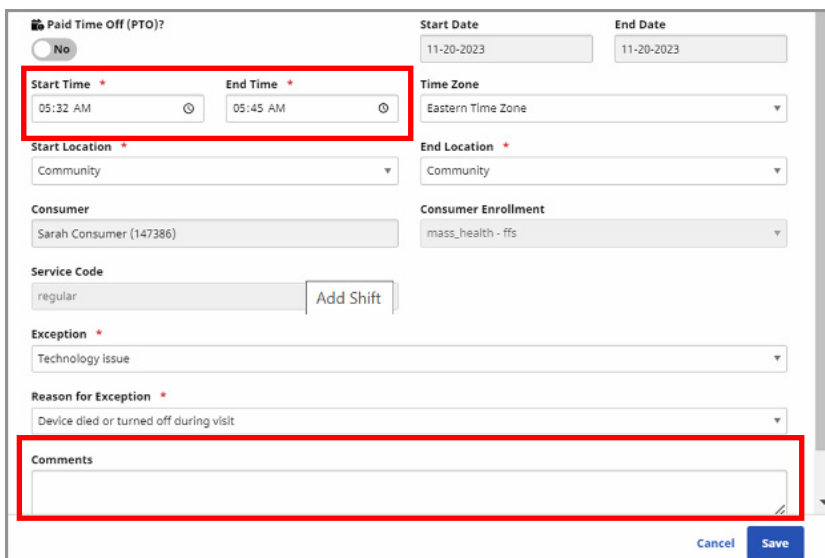
Reason for Exception *

- ✓ Select...
- Checked in/out by accident
- Emergency
- Forgot to check in/out
- New employee
- Other

5 Etap 5 - Rezoud Erè a

Ranje nenpòt sa ki pa kòrèk nan orè travay la. Pa egzanp, ou kapab chanje **lè kòmansman** oswa **lè fen an**. Ou kapab ajoute yon kòmantè sou rezon ki fè ou ranje orè travay la.

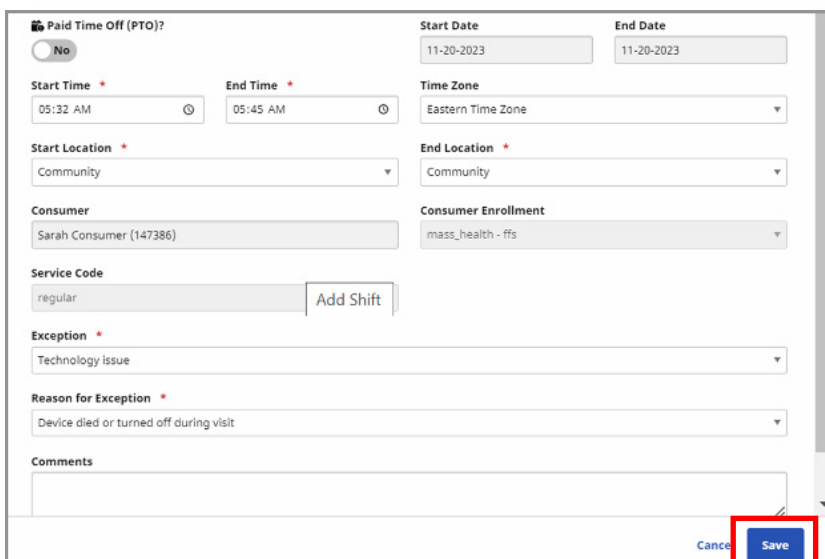
Remak: Kòmantè w la pral vizib pou PCA ak Tempus FI ou.



The screenshot shows the 'Paid Time Off (PTO)' form. The 'Start Time' is set to 05:32 AM and the 'End Time' is 05:45 AM. The 'Comments' field is empty. The form includes fields for Start Date (11-20-2023), End Date (11-20-2023), Time Zone (Eastern Time Zone), Start Location (Community), End Location (Community), Consumer (Sarah Consumer (147386)), Consumer Enrollment (mass_health - ffs), Service Code (regular), Exception (Technology issue), and Reason for Exception (Device died or turned off during visit). There are 'Cancel' and 'Save' buttons at the bottom right.

6 Etap 6 - Anrejistre Chanjman w Yo

Aprè ou fin fè chanjman ki nesèsè yo, klike sou **Save** (Anrejistre) anba fenèt la.



The screenshot shows the 'Paid Time Off (PTO)' form with the 'Save' button highlighted in red. The form is identical to the one in Step 5, but the 'Comments' field is now empty. The 'Save' button is located at the bottom right of the form.

Ou kapab ranje yon orè travay sou Platfòm EVV a.